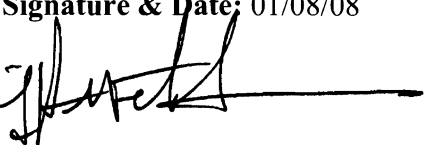


## Appendix B

### Commonwealth of Virginia Database Index Reporting Form

<b>1. Public Body Name &amp; Numeric Code:</b> Virginia Department of Agriculture and Consumer Services (301)	<b>4. Point of Contact:</b> J P Welch
<b>2. Database Title:</b> Virginia Market News Service Publications Mailing List	<b>5. Phone Number:</b> 804.786.3947
<b>3. Database Acronym:</b> None	<b>6. Signature &amp; Date:</b> 01/08/08 

<b>7. Database Description and Contents:</b> <i>(Provide a brief narrative summary of the purpose for which the database is maintained in support of the business of state government and a description of the general contents of the database. Indicate known restrictions to public access.)</i>  To prepare print publication subscriber mailing labels. Contents include subscriber name, ID, company, address, phone, and fax numbers, email address, county and publications requested.  <i>Note: Specific information relating to data fields, record/table layouts, and known restrictions to public access is maintained by the public body. Please contact the point of contact noted in Item 4 for further details.</i>	
<b>8. Date of Last Update:</b> Daily	<b>9. Frequency of Update:</b> <input checked="" type="checkbox"/> Daily, <input type="checkbox"/> Weekly, <input type="checkbox"/> Monthly, Other:
<b>10. Formats Available and Schedule of Fees:</b> <i>(Provide a description of each format in which the database is made available, and the cost, if any, of each format.)</i>	
<b>a. <u>Format</u></b> Printed report from Access database or Excel spreadsheet by email.	<b>b. <u>Cost</u></b> \$10.00 per report